

NORTH CAROLINA
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, October 18, 2021 at 7:00 p.m. in the Wellness Center. Present for the meeting: Chairman Bennie Heath, Vice Chairman James T. Shackleford Jr, Commissioners Jerry Jones, Susan Blizzard and Derek Burress, County Manager Kyle DeHaven, County Attorney Gay Stanley and Deputy Clerk Kathy Mooring.

A. Call to Order

Chairman Bennie Heath called the meeting to order, and asked Commissioner Shackleford to give the invocation and lead the Pledge to the Flag.

B. Approval of Agenda

Chairman Heath asked for changes, additions or deletions to the Agenda as presented. Commissioner Burress noted corrections needed to items E3, 4, and 5. Chairman Heath then called for a motion to approve the agenda with the needed corrections.

On motion by Commissioner Jones and seconded by Commissioner Shackleford, the Board voted unanimously to approve the Agenda with the noted corrections.

C. Consent Agenda

Chairman Heath asked if there were any changes to the Consent Agenda. Commissioner Burress stated in the minutes from the last meeting in Item F3 be revised to state "asked the board to ask Director Cash to create a form online." Chairman Heath called for a motion to approve the Consent Agenda with the noted correction if the correction is needed. Corrections were made to the October 4th minutes upon County Attorney Gay Stanley's determination after viewing the video.

On motion by Commissioner Jones and second by Commissioner Shackleford, the Board voted unanimously to approve the Consent Agenda.

- October 4, 2021 Regular Meeting Minutes
- Releases/Refunds
- Consideration of Late Elderly Exclusion Applications
- Monthly Collection Report; Tax
- Budget Amendment; Senior Center
- Budget Amendment; Senior Center

Refunds: NCVTS Tax & Tag

Kellie Smith Bowen	\$15.47	Pamela Lee Wade	\$308.62	Howard Leslie Morris	\$26.58
Shannon Marie Ferrell	\$86.88	Shannon Marie Ferrell	\$29.27	Delia Morris Pittman	\$46.92
Timothy Andrew Davis	\$152.84	Diane M. Cain	\$19.46	Jaret Kevin McKinley	\$109.50
David Roy Hill	\$183.92				

Releases: Ad Valorem Tax

Robert E. Suggs	\$45.00				
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D. Public Comments

1. Bobby Williams, 2477 Mewborn Church Rd, Snow Hill. Mr. Williams here to discuss the sale of the property next to his by the County. Called the tax office and was advised to go to the courthouse on a certain date for the auction. He stated he went and waited two hours and no auction was held that day that he was aware of. He stated he called the tax office again and was told it went to a lawyer's office in Kinston and the lawyer's office said it has gone back to the tax office and he was then told it would be put up for sale once the Commissioners agree upon a price to sell the land at and a for sale sign would be put up. He then stated that he never saw a for sale sign and then two months later a lady came over to the lot and stated she had bought the lot and the lady was the same lady he had been speaking to at the tax office. He is upset that the lady from the tax office purchased the lot and he never was told it was up for sale. Mr. DeHaven stated he would look into this and get back to Mr. Williams.

E. County Manager Report

1. Mr. DeHaven presented an Amendment to Position Classification Plan for DSS. Mr. DeHaven stated an amendment to the position classification plan is requested to reclassify a qualifying employee from the IIMC II position to the IIMC III position. The State approves the reclassification of this employee based on workload and time in position.

On motion by Commissioner Burress and seconded by Commissioner Jones, the Board voted unanimously to approve the Amendment.

2. Mr. DeHaven next presented an Amendment to Position Classification Plan for Transportation. He stated this request is an increase in starting pay for part-time drivers from \$10.50 an hour to \$11.50 an hour. We are hoping that this increase helps to attract applicants. The Transportation Department is also requesting the addition of a part-time dispatcher and an administrative assistant. Mr. DeHaven stated job description are in the packet. He also stated the addition of the requested positions, and the changes to the current positions is recommended to maintain continuity of service in an important and growing department. He noted this represents an opportunity to get ahead of staffing issues we see arising, remedy some compensation issues and hopefully put a succession plan into place. Commissioner Blizzard asked about the title and grade of the Admin Assistant. Mr. DeHaven said it will be a grade 63 and the title can be either an Admin Specialist or Admin Assistant I as the grade and pay will be the same.

On motion by Commissioner Jones and seconded by Commissioner Burress the Board voted unanimously to approve this amendment.

3. Mr. DeHaven next presented a Proposal for the custodial maintenance for Greene County. Mr. DeHaven stated this proposal covers all aspects of service currently provided. It contains the cost for 1 day cleaner, 1 night supervisor and 2 area cleaners. This represents cleaning coverage for our current facilities. New facilities will have an added cost. He went on to explain that the county has had a very hard time finding qualified applicants that would do the job. All current staff members will have an opportunity to gain employment with Red Coats who submitted the proposal. Commissioner Blizzard asked for two more quotes from other such companies. Mr. DeHaven explained that he is not aware of any other local companies that do this type of work. Commissioner Blizzard asked to table this discussion to see if other quotes can be obtained. Commissioner Burress seconded the motion to table this discussion. The Chairman tabled this discussion.

4. Mr. DeHaven next presented the Premium Pay topic that was discussed back in September and Commissioner Jones asked that this topic be tabled to today's meeting. Mr. DeHaven asked that

this be tabled until after the Commissioner Retreat where they will be discussing ARP Funds and Premium Pay. Commissioner Blizzard stated that we could go ahead and use unrestricted funds to pay the staff Premium Pay along with their yearly longevity pay. It was decided to hold off until after the retreat.

5. Mr. DeHaven next presented a Rate Schedule Amendment for the Department of Public Health. Mr. DeHaven went over the changes as submitted by the department.

On motion by Commissioner Jones and seconded by Commissioner Blizzard the Board voted unanimously to approve the Rate Schedule Amendment for the Department of Public Health.

Mr. DeHaven then updated the Board on the plans for the retreat. He stated the agenda is being worked on and he noted three locations of New Bern, Greenville, and Raleigh. Commissioner Blizzard asked why he is not looking at a location in Greene County and Mr. DeHaven said he is looking in Greene County just forgot to mention it. Chairman Heath reminded Mr. DeHaven he prefers to not go to Raleigh and Commissioner Blizzard asked to keep it local due to her obligations at this time. Mr. DeHaven said he will keep working on it.

F. County Attorney Report

Nothing at this time.

G. Commissioner's Report and Recommendations

Chairman Heath went over the county COVID number's for the past week. He reminded all that tomorrow (October 19th) is the second evening clinic for the public to get their vaccines, call 252-747-8181 to make an appointment. Chairman Heath noted he has received many positive comments about the Armory Project. Commissioner Jones asked about the phones for DSS/Health Departments, Mr. DeHaven said it is being worked on hopes to have new system in there as soon as the renovations in the our building are done. Commissioner Blizzard asked about COVID exposure to the staff while working. She stated she has heard that many employees are still getting exposed and getting sick and having to use their own leave while out sick she is wondering if we can use CSL (COVID Sick Leave) like some other counties are doing. Mr. DeHaven said he will look into this. Commissioner Burress congratulated Dr. Zebedee Sheppard, the pastor at Victory and Dominion World Outreach Center on being awarded the President's Lifetime Achievement Award for Volunteer Service. He also congratulated the Greene Central FFA team that participated in the livestock shows at the State Fair this past weekend and brought home several ribbons and the Mt. Calvary Christian Academy volleyball team that finished third at the state tournament. Commissioner Burress also reminded all that the Greene County Public Health Department will be hosting the second night

clinic for the COVID vaccines. The clinic will be Tuesday, October 19th 5 – 8 p.m. Please call to schedule an appointment. Saturday, October 23rd Greene Central will host its 40th annual “Band Day” with the opening ceremonies beginning at 3:30 p.m. On Sunday, October 24th, Calvary United Methodist Church will be hosting a trick or treat event in the church parking lot at 4 p.m. Thursday, October 28th the Greene Street Diner is hosting a trunk or treat event from 6 – 8 p.m. in the parking lot in front of their business downtown Snow Hill. Sunday, October 31st, Whispering Pines Nursery will be holding a trunk or treat event at their business beginning at 5 p.m. Free Gospel Church, located across the highway from the nursery will also be holding a trunk or treat event at their church on same date and time as Whispering Pines Nursery.

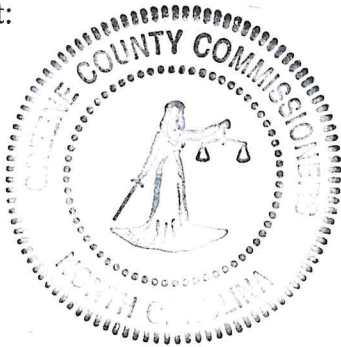
Commissioner Burress also thanked the County Manager and the Public Works Director for their leadership in getting the septic tank issues at the Guthrie-Turner convenience site repaired. He also wants to remind everyone that the Department of Social Services has partnered with the Marine Corp’s Toys for Tots program to provide unwrapped toys to the less fortunate children this Christmas. If you wish to donate or know of a child in need, please contact Preston Craddock at 252-747-5932. Applications are being accepted now until November 19th. He also congratulated Greene County Social Service Director, Amanda Smith, for being awarded two grants this past week. The largest involved Ms. Smith and Dr. Brandy Harrell of the Kinston Community Behavioral Health Center for being awarded a grant for \$50,000 to participate in Eastpointe’s County Initiative for the “Impact of Opioid Use” and/or “Whole Person Integrated Care.” These funds will go to improving mental health care services for Greene County residents. Commissioner Burress has had to attend several “special called” and “emergency” meetings during the past three months. Many of these meetings involved employee relations. During these meetings, one major issue stood out. The county’s need for a human resource professional. He has spoken to several department heads, several of whom are in attendance at tonight’s meeting. He stated he has also spoken with the county manager and chairman and believe they too recognize the need for a human resource professional. He noted the department heads have their hands full. Not only are they struggling to stay on top of their current duties, but many are also having to deal with human resource issues including shortages, keeping up with employee benefits and employment laws. He stated “since this segment of our meeting is officially called “Commissioners Report and Recommendations” I would like to recommend that the board direct the county manager to begin the process of hiring a professional human resource official. Hopefully, we will be able to have someone in place before the beginning of the new year.” Chairman Heath stated that a Human Resource Specialist is not in the budget this year but he will support it in the next year’s budget. Commissioner Blizzard asked how the audit for last fiscal year is coming along and Mr. DeHaven said he will check with the finance officer on it.

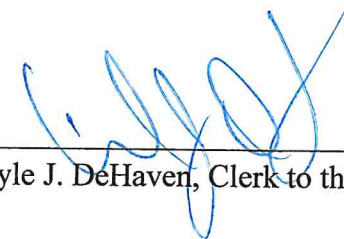
H. ADJOURN

On motion by Commissioner Jones and second by Commissioner Blizzard to adjourn the meeting, the Board voted unanimously to adjourn.


Bennie Heath, Chairman

Attest:





Kyle J. DeHaven, Clerk to the Board

E1

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Amendment to Position Classification Plan; DSS

Date: October 18, 2021

An Amendment to the Position Classification plan is requested to reclassify a qualifying employee from the IIMC II position to the IIMC III position. The State approves the reclassification of this employee based on workload and time in position.

Action Recommended:

Motion to approve Amendment to the Position Classification Plan

Board Action is Needed

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.greencountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment

Board of Social Services
Dr. Mural Lanier, Chair
Lorraine Washington, Vice Chair
Derek Burress
Trey Cash
Kaye Seymour



Director
Amanda Smith, MSW

Greene County Department of Social Services

October 6, 2021

Mr. Kyle DeHaven
County Manager
Greene County Government
229 Kingold Blvd Suite D
Snow Hill NC 28580

RE: Reclassification of IMC II position to IMC III

Dear Mr. DeHaven,

Greene County DSS is requesting to reclassify one of the IMC II position's to an IMC III position. At this time the facts are as follows:

- The State Human Resources Office has informed Greene County DSS that the current worker's position meets definition and criteria of an IMC III because of the extreme and intensive caseload with long term care and special assistance cases.
- IMC III Pay Grade 64 Hiring Rate: \$34,156
- The current worker has been in an IMC II position for 4 years. Worker has asked for position to be re-evaluated. Worker's current salary is \$31,011.
- Medicaid Supervisor emailed Admin Supervisor to contact State Human Resources Office.
- Worker's workload consists of 40% long term care, 30% special assistance, 10% CAP-community alternative program, 15% adult Medicaid. The majority being long term care and special assistance.

Our agency has had lapse salaries because of several vacancies, and not being able to fill certain positions. We have the funds in the budget to cover the position.

As the Director of Greene County DSS I hope you consider the facts I have stated as to why I am asking for the reclassification.

A handwritten signature in cursive script that reads "Amanda Smith, MSW".
Amanda Smith, MSW
Director
Greene County DSS

STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES
POSITION DESCRIPTION FORM (PD-102R)

APPROVED CLASSIFICATION:

EFFECTIVE DATE:

ANALYST:

(This Space for Personnel Department Use Only)

1. Present Classification Title of Position:	7. Present 15 Digit Position Number: 179-02-312	Proposed 15 Digit Position Number:
2. Usual Working Title of Position:	8. Department, University, Commission, or Agency	
3. Requested Classification of Position: Income Maintenance Caseworker III	A. Institution & Division:	
4. Name of Immediate Supervisor:	10. Section and Unit: Adult Medicaid	
5. Supervisor's Position, Title & Position Number:	11. Street Address, City and County: 227 Kingold Blvd; Suite A Snow Hill, NC 28580 - Greene	
6. Name of Employee:	12. Location of Workplace, Building and Room Number:	

I. Primary Purpose of Position

The primary purpose of this position is to function with a great deal of independence and responsibility for performing a variety of complex tasks and functions in the Medicaid programs which include performing two or more functions in Long-Term Care (LTC), Community Alternatives Program (CAP) and Special Assistance (SA) programs. The position is to interview, gather information, assess situations, take and process applications, reapplications, recertifications and changes based on manual policy.

II. A. Description of Responsibilities and Duties (Must include % of time spent on each item)
Order of importance Sequential order

1. Eligibility Determination and Recertifications-Long Term Care (LTC) – 40%

This position interviews and assesses applicants for Long Term Care assistance to gather information pertinent to their initial eligibility determination, case reviews and for ongoing reported changes; explains eligibility requirements, form completion requirements and community resources for financial assistance; selects and refers eligible applicants to public assistance; interprets and explains rules and regulations governing eligibility and grants, payment methods and applicant's legal rights; records and evaluates personal and financial data to determine ongoing eligibility; initiates procedures to grant, modify, deny or terminate

eligibility and grants for various assistance programs; authorizes amounts of payments or other general assistance; prepares and assists applicants in completion of routine personnel forms; secures supplementary information, such as employment or other financial records; counsels individuals or family members regarding resources; refers client to community resources for needed assistance; and determines client's eligibility for financial assistance.

2. Eligibility Determination, Recertifications and Changes – Special Assistance (SA) - 30%

This position interviews and assesses applicants for Special Assistance to gather information pertinent to their initial eligibility determination, case reviews and for ongoing reported changes; explains eligibility requirements, form completion requirements and community resources for financial assistance; selects and refers eligible applicants to public assistance; interprets and explains rules and regulations governing eligibility and grants, payment methods and applicant's legal rights; records and evaluates personal and financial data to determine ongoing eligibility; initiates procedures to grant, modify, deny or terminate eligibility and grants for various assistance programs; authorizes amounts of payments or other general assistance; prepares and assists applicants in completion of routine personnel forms; secures supplementary information, such as employment or other financial records, counsels individuals or family members regarding resources; refers client to community resources for needed assistance and determines client's eligibility for financial assistance.

3. Eligibility Determination, Recertifications and Changes – Community Alternatives Program (CAP) – 10%

This positions interviews and assesses applicants for the Community Alternatives Program to gather information pertinent to their initial eligibility determination, case reviews and for ongoing reported changes; explains eligibility requirements, form completion requirements and community resources for financial assistance; selects and refers eligible applicants to public assistance; interprets and explains rules and regulations governing eligibility and grants, payment methods and applicant's legal rights; records and evaluates personal and financial data to determine ongoing eligibility; initiates procedures to grant, modify, deny or terminate eligibility and grants for various assistance programs; authorizes amounts of payments or other general assistance; prepares and assists applicants in completion of routine personnel forms; secures supplementary information, such as employment or other financial records; counsels individuals or family members regarding resources; refers client to community resources for needed assistance; and determines client's eligibility for financial assistance.

4. Eligibility Determination, Recertifications and Changes – Adult Medicaid – 15%

This positions interviews and assesses applicants for the Adult Medicaid Program to gather information pertinent to their initial eligibility determination, case reviews and for ongoing reported changes; explains eligibility requirements, form completion requirements and community resources for financial assistance; selects and refers eligible applicants to public assistance; interprets and explains rules and regulations governing eligibility and grants, payment methods and applicant's legal rights; records and evaluates personal and financial data to determine ongoing eligibility; initiates procedures to grant, modify, deny or terminate eligibility and grants for various assistance programs; authorizes amounts of payments or other general assistance; prepares and assists applicants in completion of routine personnel forms; secures supplementary information, such as employment or other financial records; counsels

individuals or family members regarding resources; refers client to community resources for needed assistance; and determines client's eligibility for financial assistance.

5. Miscellaneous – 5%

Position may perform other duties as assigned by the Supervisor and/or Director.

B. Other Position Characteristics

Accuracy Required in Work: All work in this position required exactness and accuracy. Due to the enormous amount of information needed and documentation involved it is important to always be thorough and precise in investigations, documentation and in second party reviewing of other position completed actions to assure that all policies have been adhered to.

Consequence of Error: Failure to be exact and accurate would result in errors which cause the county to assume financial responsibility. Errors in case decisions impact the well-being of clients who may have been approved or denied for services.

Instructions Provided to Employee: This position will receive on the job training in program policy, in interviewing, in gathering appropriate verifications, in determining eligibility and in entering data in the computer.

Guides, Regulations, Policies and References Used by Employee: This position will refer to all manuals, Dear County Director letters and Help Desk tickets in performing all functions required to complete the eligibility determination process.

Supervision Received by Employee: Immediate supervisor reviews case records, forms, reports, etc., on a regular basis. Unit conferences are held for policy interpretation, application, information sharing and in-service training. Individual conferences are used for case review and consultation and problem solving. Consultation is available when emergency situations arise in the office for which immediate guidance is needed.

Variety and Purpose of Personal Contacts: This position will have frequent contact with other employees and clients in determining clients' eligibility for assistance programs. This position will also have frequent contact with other staff members, primarily with the administrative staff, Income Maintenance Caseworkers and supervisors in verifying the eligibility of clients and or for problem resolution in the case of difficulties. This position will have occasional contact with landlords, employers and other social services agencies and other collateral contacts.

Physical Effort: Position is responsible for maintaining case records, purging, filing and lifting files that are not yet paperless and must be able to lift 20 lbs. periodically.

Work Environment and Conditions: Employee may be periodically subject to working with agitated clients and are frequently subject to heavy workloads and compress timeframes.

Machines, Tools, Instruments, Equipment and Materials Used:

- Telephone
- Calculator
- Computer
- Scanner
- Fax Machine
- Printer
- Copier
- Program Manuals
- Federal, State and Agency Forms
- Basic Office Materials
- A Valid North Carolina Driver's License
- Personal Automobile for Job Related Travel

Visual Attention, Mental Concentration, Manipulative Skills: Close visual attention is a constant as the larger portion of time is spent reviewing case records, reading manual material and written documentation. Intense mental concentration is required when interviewing a client so that information is recorded as provided by client and also to notice possible comments of the client which might lead to uncovering information the client would not normally be forthcoming with. Intense mental concentration is required in completing an investigation of eligibility in order to assure all areas of eligibility have been explored and thoroughly investigated. Intense mental concentration is required in completing paperwork to assure exactness and accuracy when reading and reviewing manual policy to assure accurate interpretation and application of policies. Intense mental concentration is required when second party reviewing a record to assure that all areas of eligibility have been explored, investigated and documented, all policy regulations have been adhered to and that the correct decision was made as to client eligibility for assistance.

Safety for Others: Normal precautions taken are to escort clients to and from the caseworker's office or precautions that would be taken in the event of an emergency evacuation of the building. Position is responsible for making accurate judgements for the eligibility of cases which impact the well-being of clients who are receiving services. This position may deal with clients who exhibit potentially dangerous or erratic behavior and must take necessary measures so that the client's actions will not endanger himself, agency staff or other agency clientele. Worker reports any suspected child/adult abuse or neglect to appropriate agency personnel.

Dynamics of Work: This caseworker will be subject to sitting for long periods of time, repetitive keyboarding/maneuvering mouse and reading of computer screen, walking, reaching for and the general use of other office equipment, stooping and standing. This position is responsible for a complex caseload that requires mandated responsibilities to be completed within a determined timeframe.

The person in this position may be placed on emergency duty and/or asked to manage a shelter for displaced persons in the event of a man-made or natural disaster. This includes disaster planning, response and recovery.

The individual in this position normally works from 8:00 am to 5:00 pm Monday through Friday but other times as determined by the work and/or the Supervisor and/or Director. Overtime may occasionally be necessary as determined by the Supervisor and/or Director.

III. Knowledge, Skills and Abilities

Considerable knowledge of the program/areas of assignment. General knowledge of all agency and community programs and services which would affect the client/applicant. Excellent mathematical reasoning and computational skills. Ability to read, analyze and interpret rules, regulations and procedures. Ability to communicate with clients/applicants, the public at large, and public officials to obtain data and to explain and interpret rules, regulations and procedures. Ability to diffuse potentially hostile clients and be firm in communicating the agency's position re: eligibility and consequences for giving fraudulent information. Ability to perform casework functions within structured timeframes.

IV. Education and Experience

Two years of experience as an IMC worker, or an equivalent combination of training and experience. Possession of or the ability to readily obtain a valid driver's license issued by the state of North Carolina. If Military connected, must possess a valid driver's license from state of residence.

V. Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification

I certify that (a) I am the immediate Supervisor of this position, that (b) I have provided a completed and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification

I certify that I have reviewed this position description, completed by the above named immediate Supervisor, is completed and accurate.

Signature: _____ Title: _____ Date: _____

Director's Certification

I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____

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Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burruss



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Amendment to the Position Classification Plan; Transportation

Date: October 18, 2021

An Amendment to the Position Classification Plan is requested for the Transportation Department. An increase in starting pay for Part time Drivers is requested from \$10.50 an hour to \$11.50 and hour. Hopefully this helps with attracting applicants. The addition of a part time dispatcher and administrative assistance are requested. Job descriptions are attached. The addition of the requested positions, and changes to the current positions is recommended to maintain continuity of service in an important, and growing department. This represents an opportunity to get ahead of staffing issues we see arising, remedy some compensation issues, and hopefully put a succession plan into place.

Action Recommended:

Motion to approve Amendment to the Position Classification Plan

Board Action is Needed

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.greenecountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment

MEMO Regarding Staffing Issues:

Part time drivers are allowed 1000 hours a year- 83.33 hours a month

Last month Aug. 16-Sept. 15th

1 driver worked 57.75 hours more than the 83.33

Another driver worked 48.25 more than the 83.33

2 more drivers worked 20 more hours than the 83.33

1 driver worked 14 more than the 83.33

Some drivers do not mind working more and then we have a couple that only want to work 40-50 hours a month.

We have been advertising for part time drivers since Aug. 2020. Starting salary for new drivers is \$10.50 an hour, to help us compete and to attract qualified derivers I would like the new starting salary to be \$11.50 an hour. We also have 4 drivers that make the minimum salary of \$10.50 I would like their hour rate to be increased to the \$11.50. Drivers are needed for us to continue to provide the services that we currently provide to the citizens of Greene County. We need to hire 2 additional drivers as soon as possible. We can address this situation now or later in the year I will have drivers that will not have remaining hours to work, at the rate we are going it will be sooner than later.

With Managed Care we are required to have a dispatcher on duty from the time the vans start until finished- We start at 4:30 every day. At the present time I am the person covering the 4:30 am-5:00 pm shift Monday – Friday (12.5-hour days on a regular basis). We currently have a dispatcher/scheduler that is out on leave with an undetermined time that can return.

Additional staff is needed to help cover each day.

Our needs are a Part time dispatcher and a Adm. Asst.- The present Adm Asst. is having to drive to help cover trips and has plans to retire. (he has shown interest is driving) The Adm Asst. position is very important to our operation and is funded by our 5311 Grant. This new hire could be trained to know every aspect of our department and be a piece of our succession plan that we currently do not have. This is an opportunity for us to prepare our department for the next few years.

Funding to cover all the request are funds that are either Grant funded or generated revenue by our department.

I am attaching a job description for both positions. I have done research on the industry and the salary for a part time dispatcher ranges from \$12.90 to \$15.00 an hour. Salary should be based on experience. There will be a significant amount of training to someone with no experience.

Recap of Needs:

1. Increase starting part time salary to \$11.50 an hour
2. Increase the 4 part time drivers' salaries that make below the \$11.50 an hour to meet the Minimum start.
3. To be able to hire a Part time dispatcher: starting salary \$12.90 an hour. If they have at least 2 years of experience in Public Transit then the opportunity to negotiate up to the \$15.00 an hour.
4. To hire a New Adm Asst- this job is approved to be funded by NCDOT 5311 funding at 80% other 20 would be funding by the transportation department. Salary grade 6 ³ Hiring salary of \$30,856.00
Admin Specialist + Admin Asst I

I will be available for any questions. If you need any additional information prior to the meeting I will be glad to discuss. I appreciate the support and leadership that our County provides.

Greene County Transportation
312 SE 2nd Street
Snow Hill, NC 28580
252-747-8474

Part-time Dispatcher

General Statement of Duties

Performs scheduling and communicating dispatching work. Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Greene County. This service, if required, will take precedence over duties described in this position as directed by the Director of Transportation or Administrative Assistant. This position is a non-exempt position as required by The Fair Labor Standard Act, as amended.

Description/Qualifications Required

High School graduate (or equivalent) or demonstrated ability to follow detailed instructions. Experience in transit dispatching, clerical and communication work. An employee in this class performs a variety of duties related to the delivery of public and human service transportation services. Such duties involve the use of a calculator, personal computer, internet-based scheduling software, main frame computer terminal, printer, fax, telephone and voice radio communication equipment. Decisions involve selecting correct funding source for passengers, assignment of appropriate vehicles to routes. The employee must exercise independent judgement and initiative in performing a variety of duties.

Considerable tact and firmness are required in meeting the general public and obtaining all necessary information from persons requesting services. Work is performed under the general supervision of the Director and is subject to review through observation of work and periodic conferences. Employee must possess valid North Carolina Drivers License and must be familiar with Greene County roads, streets, and municipalities. Applicant is required to present a copy of current driving record during the interview process and a criminal background check will be conducted. This position is subject to pre-employment, random, post-accident, and reasonable suspicion drug and alcohol testing in accordance with Federal Transportation Administration guidelines and local Greene Count Transportation policy.

Specific Functions

1. Receives transportation requests by phone, fax, and email.
2. Schedules passengers to proper vehicles which will establish routes to operate at peak efficiency.
3. Prepares driver's work assignments and/or makes alterations to the driver's schedules to utilize efficiencies.
4. Communicates information to drivers by two-way radio and via transit specific computer software by the internet.
5. Documents information from drivers into transit specific software.
6. Assists in answering the phone and answering questions from the public about services offered.
7. Enters passenger and vehicle information into the computer as needed.

8. Notifies agencies of delays or changes in vehicle schedules.
9. Operates a computer terminal to access data.
10. Communicates with repair/maintenance vendors to expedite services to transit vehicles.
11. Other duties as assigned by the Director.

Knowledge, Skills and Abilities

1. Ability to work under stress while keeping a pleasant attitude.
2. Excellent computer skills are required and attention to detail, spelling and accurate data entry are extremely critical.
3. Working knowledge of the geographical layout of Greene County as to the location of streets, roads, important building and other landmarks.
4. Working knowledge of the operation of two-way radio equipment and related Federal Communication Commission (FCC) regulations.
5. Working knowledge of Microsoft Office.
6. Ability to receive and send emails.
7. Familiar with routing software.
8. Ability to receive and fill transportation requests in an orderly and cost-effective manner with minimal assistance.
9. Ability to understand and follow oral and written instructions.
10. Ability to maintain computerized records and data bases in an orderly fashion and to compile data from such records for the generation of reports.
11. Ability to type accurately.
12. Ability to exercise good judgement in emergency situations.
13. Ability to speak clearly, distinctly and politely.
14. Ability to deal tactfully and courteously with the general public.

Special Conditions

1. Hours of work shall be flexible and determined based on the needs of the department. Normal hours and days shall be Monday through Friday with thirty minutes for lunch. This position will not exceed 20 hours per week.
2. During periods of driver shortages, natural disasters, or other extreme emergencies this employee may be subject to operating non-CDL transit vehicles.
3. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
 - a. While performing the duties of this job; the employee is required to sit, and use fingers extensively to feel, touch, and handle keyboards and telephones, ability to hear and write notes of primary importance; reach with arms and hands.
 - b. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
4. The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. We work in a smoke free environment.

- a. Position is located in an office environment. There are no loud noises, noxious smells, or open heat sources.
- 5. Must be able to lift 40 lbs.
- 6. Dress code: Professional casual.

ADMINISTRATIVE ASSISTANT

DESCRIPTION OF WORK

Position is responsible for the administrative/clerical/quasi-financial duties of the Transit Director and the Greene County Transit Advisory Board. Work includes independently preparing routine correspondence, system monitoring, maintaining detailed records/files of correspondence, accounts payables & receivables and assists the Transit Director in related duties of the Transit system. The Administrative Assistant reports to the Transit Director.

DUTIES AND RESPONSIBILITIES

- Works directly with the Transit Director in developing and implementing services for the Greene County Transit System.
- Aides in compiling data during yearly budget preparation and ongoing spending analysis.
- Assists in coordination of transportation program objectives and goals, program planning and development to include marketing and community outreach program initiatives.
- Maintains general accounting records of accounts payable, accounts receivable, including the segregation of moneys and expenditures into assigned accounts involving a variety of local, state, and federal funds.
- Completes highly detailed work with keying financial reimbursements in the NCDOT EBS (Partner Connect) system to receive reimbursement for staff salaries and capital requests through several grants funded through the North Carolina Department of Transportation.
- Maintains personnel records for every Greene County Transit employee and must do so in accordance with federal, state, and county personnel laws and rules.
- Initiates Family Medical Leave Act request and Worker's Compensation claims with county administration.
- Schedules job interviews for prospective employees and assists the GCT direct with all interviews offering input and feedback in the hiring process to ensure that the GCT transit is hiring the most qualified and suitable applicants.
- Completes appropriate employee enrollment forms to forward to county administration to ensure that employees are enrolled in the payroll system.
- Completes and verifies accuracy of work hours and submits monthly department payroll to County Finance Department.
- Compiles monthly billing to human service agencies in the community and ensures that reimbursement for purchased services is accurate and timely.
- Serves as backup dispatcher or scheduler when required.

SPECIAL DUTIES

Performs all other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of the Community Transportation program and its principles and practices as outlined by NCDOT.
- Ability to display considerable tact and diplomacy.
- Ability to maintain effective working relationships with advisory board members, elected officials, agency directors, department heads and the public.
- Knowledge of modern, administrative practices and procedures: spelling, grammar, punctuation, proofreading, vocabulary, and language usage to compose correspondence and reports.
- Ability to transcribe minutes for advisory board meetings and type accurately.
- Ability to understand and use computers with current software applications for word processing, spreadsheet applications, as well as the ability to compile data for reports.

MINIMUM QUALIFICATIONS

- Graduation from High School or equivalent with three years' experience OF progressively responsible secretarial/administrative experience, including two years of administrative or office management experience involving substantial public contact, information gathering and writing experience.
- Completion of a two-year secretarial science or business administration program and four years of responsible secretarial or clerical/administrative experience including two years of administrative or office management experience.
- Completion of a four-year program in a college or university preferably with major emphasis on coursework in business administration, public administration or other related fields and one year of administrative or office management experience.
- An equivalent combination of education and experience that provides the required knowledge, skills and abilities of the position.

PHYSICAL REQUIREMENTS

Must be able to perform basic functions:

- Reaching, fingering, grasping, feeling, talking, hearing and repetitive motions of the wrists, hands, and/or fingers.
- Perform light sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Sedentary work involves sitting most of the time.
- Must possess the visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts and/or operation of office machines.

E3

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Proposal; Red Coats

Date: October 18, 2021

Attached is a proposal received for custodial maintenance for Greene County. This proposal covers all aspects of service currently provided. It contains the cost for 1-day cleaner, 1 night supervisor, and 2 area cleaners. This represents cleaning coverage for our current facilities. New facilities will have an added cost. The County has had a very hard time finding qualified applicants that would do the job. All current staff members will have an opportunity to gain employment with red Coats.

Action Recommended:

Informational - ?

Board Action is Needed - ?

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www.greenecountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment

E4

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burruss



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Premium Pay

Date: ~~August~~ ^{October} 18, 2021

At the second meeting in September, Commissioner Jones asked that the topic of Premium Pay be tabled until the second meeting in October. I again ask for this topic to be tabled as the Board of Commissioners prepare for a retreat to discuss ARP funds. This will be a topic that can be discussed there and then acted on.

Action Recommended:

Table until 2nd meeting in November

NO Board Action is Needed

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E5

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burruss



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Rate Schedule Amendment; Dept of Public Health

Date: ^{October}~~August~~ 18, 2021

A Rate Code Amendment is needed for the Health Dept. The addition of three codes is requested, and has been previously approved by the Greene County Department of Public Health Board. The requested additional rate codes are attached in an informational hereto.

Action Recommended:

Motion to approve the proposed rate Code Amendment

~~NO~~ Board Action is Needed

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**Greene County
Department of Public Health
Snow Hill, NC 28580**

October 7, 2021

Set fee for the following CPT Codes:

87804QW -- Infectious agent antigen detection by immunoassay with direct optical (ie, visual) observation (Either Rapid Influenza A or B; separately) CLIA waived (Health Department in-house labs)

87804-59-QW - Infectious agent antigen detection by immunoassay with direct optical (ie, visual) observation (Both Rapid Influenza A and B; same visit) CLIA waived (Health Department in-house labs)

83036QW - Hemoglobin; glycosylated (A1c) CLIA waived (Health Department in-house labs)

87804QW - \$45.00 (Influenza A or B)

87804-59-QW - \$90.00 (Influenza A and B same visit)

83036QW - \$65.00

The Greene County Department of Public Health has the need for utilizing the above referenced CPT (Current Procedural Terminology) codes due to adding the in-house lab services to our available lab services for the clients we serve. The Fee Setting Committee met September 29, 2021 via email and has agreed to the fees as listed above for the services to be billed to all payor sources. In order to charge all parties for this service, GCDPH needs the approval of the Greene County Board of Health and the Greene County Board of Commissioners. The Greene County Board of Health gave their approval via email on October 7, 2021. Please accept our proposal to allow us to charge all insurances and clients for these services. Uninsured clients will be billed on the appropriate sliding fee scale.

Betty Shingleton

Business Officer I

Joy Brock

Health Director

Norman C. Lewis

Greene County BOH, Chairman

Main (252)747-8183 • Clinic (252)747-8181 • WIC (252)747-3244

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